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(OL)

EC-1201

MAY 20 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Impact of Projects on Office of Logistics
Components

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1. This memorandum is for information only.
2. The Office of Logistics, in response to your request, conducted a survey to determine the impact of such sensitive projects as AQUATONE, [REDACTED].
3. The combined impact of all projects was felt in two ways: loss of key personnel by transfer or detail and increased workload.
 - a. This Office was required to transfer seven key personnel to project activities without benefit of replacements (as shown on Tab A). In addition, it was necessary for the equivalent of five persons to devote their time to project work and in effect were lost to their respective divisions.
 - b. The increased workload is shown on Tab B in terms of man-hours. This breakdown is not all inclusive because many divisions are unable to identify work by project without considerable research.
4. Special aspects of support rendered are:
 - a. PRINTING SERVICES DIVISION - Security factors made it necessary to use special plants rather than the main plant in spite of heavy workloads.

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b. PROCUREMENT DIVISION - An increase of 1000 procurement actions and 1150 hours overtime as compared with the same period of FY 1955 is ascribed to project time. Procurement lead-time was critically short and special procurement channels had to be used because regular sources could not meet delivery dates.

c. SUPPLY DIVISION - Most project documents had to be assigned priority in order to achieve the one or two-day deadlines established. This resulted in a build-up of a backlog of routine work.

d. REAL ESTATE AND CONSTRUCTION DIVISION - The Space, Maintenance and Facilities Branch devoted approximately 25% of their time in direct moves and indirect moves making room for the projects. The cost of these moves and telephone installations was close to \$150,000.

5. The greatest impact was not caused by the quantity of work but by the time limitation in which it had to be handled. Project requisitions totaled approximately 10% of all received, however, the disruption and delay in regularly programmed work which resulted from crash handling was approximately the same as if the workload had increased 18% to 20%.


JAMES A. GARRISON
Director of Logistics

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Attachments:

1. Tab A - Transfer of Key Personnel
to Special Projects
2. Tab B - Estimated Man-hours Devoted
to Projects by OL Components

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